

Leadership Link

Chapter 517

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Chapter of the
National Management Association

2005 Annual Report



Because great leaders are made ...

Leadership Link Chapter 517

Mission Statement

The purpose of the Chapter is to provide opportunities for all employees of City and County government for personal and professional development; develop a professional spirit and understanding of management as a profession; provide management training and education; provide opportunity for exchange of ideas; encourage the spirit of cooperation and interaction among employees in all levels of local government thereby making local government more efficient and effective.

Leadership Link Chapter #517

P.O. Box 85224
Lincoln, NE 68501-5224

Web site: <http://www.lincoln.ne.gov/city/person/NMA-l/index.htm>

NMA Code of Ethics

I will recognize that all individuals inherently desire to practice their occupations to the best of their ability. I will assume that all individuals want to do their best.

I will maintain a broad and balanced outlook and will recognize value in the ideas and opinions of others.

I will be guided in all my activities by truth, accuracy, fair dealing and good taste.

I will keep informed on the latest developments in techniques, equipment and processes. I will recommend or initiate methods to increase productivity and efficiency.

I will support efforts to strengthen the management profession through training and education.

I will help my associates reach personal and professional fulfillment.

I will earn and carefully guard my reputation for good moral character and good citizenship.

I will promote the principles of our American Enterprise System to others, by highlighting its accomplishments and displaying confidence in its future.

I will recognize that leadership is a call to service.

NMA Statement of Principles

NMA is dedicated to managerial excellence, personal and professional growth, and leadership development. The following principles identify NMA's core beliefs and provide the basis for the Association's Mission Statement.

We believe in the highest standards of personal and organizational integrity and respect for the individual.

We believe in lifelong learning, continuous improvement, and the development of a workforce capable of sustaining a competitive posture in the global economy.

We believe management is a creative, dynamic, and essential process enabling people to achieve personal and organizational objectives.

We believe that managerial responsibility is shared among all individuals at all levels of the organization and that leadership is critical to management success.

We believe that individuals and organizations have a community and civic responsibility.

Chapter Description

The Chapter is a non-profit corporation organized to provide opportunities for professional development and training, exchange of ideas, foster a spirit of cooperation, allow for interaction of all local government employees to improve efficiency and effectiveness.

Historical Background

The Nebraska State Government's National Management Association Chapter approached the City of Lincoln and Lancaster County with the idea of sponsoring a new County/City Chapter.

A steering committee comprised of twenty City, two County, six State and one National NMA representative was formed and Leadership Link as a chapter was chartered on September 24, 1996.

The Steering Committee meetings began around January of 1996 and during these meetings they developed the Bylaws and Articles of Incorporation for our new chapter. The steering committee also had to set up the chapter's tax identification, establish a bank account as well as attending the Annual State Expo and the State chapter organizational meetings. An organizational chart was developed, committees were formed and a logo for the chapter was designed.

Development of the organizational materials for the kickoff meeting, information packets, flyers, visual aids, sign-up rosters and member interest surveys were also prepared. Speakers were located and catering services were arranged. This culminated in the October 1, 1996 Leadership Link kickoff meeting.

Nebraskaland Council

The Nebraskaland Council was formed January 22, 1998. The purpose in forming this council was to serve affiliated chapters by promoting projects and activities which will help strengthen and improve their chapters; Facilitate an exchange of ideas and information among all chapters in the interest of increasing effectiveness; to assist in training and orientation of chapter leaders in the use and promotion of NMA programs, courses and materials; promote the national management association throughout the area and to help develop new NMA affiliated chapters; promote joint chapter activities by planning and conducting meeting programs involving two or more affiliated and chapters.

Management Association Mission Statement

The mission of the National Management Association is to provide management and leadership development opportunities and related chapter activities which meet the needs of members and contribute to the effectiveness of sponsoring organizations

Code

Principle

Creation

Governor's Endorsement

Proclamations for "Management Week in America" and "Certified Manager Day" have been issued by the Governor's office since Leadership Link Chapter 517 was chartered.

County Commissioner's Endorsement

"Leadership Link provides opportunities for the personal and professional development of all local government employees; endeavors to develop professional spirit and understanding of management as a profession within a local government setting; provides management training and education; provides an opportunity for the exchange of ideas; encourages the spirit of cooperation and interaction among members at all levels of local government; and is committed to making local government more efficient. The county and City, as well as all residents being served by the county and City, will benefit directly from the commitment of Leadership Link to improve the quality of all government employees. The Board of Commissioners recognizes the importance of having a professional management development program and strongly supports the purpose

and mission of Leadership Link through its affiliation with the National Management Association and encourages employees to join."

Mayor's Endorsement

"The importance of having a professional management development program cannot be over emphasized. The quality of our employees is measured, in part, by the quality of service we provide to the general public and to each other. Our potential for sustained excellence has no boundaries as long as we have the personal commitment to achieve the impossible . . . a commitment that has begun through the development of this National Management Association local government chapter."

Awards ~1997

Manager of the Year

Karla Welding, Public Works

Chapter President's Award

None

Distinguished Recognition

None

National Recognition

None

Professional Development

None

Total Membership:

70 Members

Awards ~ 1998

Manager of the Year

Ed Ragatz, Police Department

Chapter President's Award

None

Distinguished Recognition

None

National Recognition

Superior Chapter Award

Professional Development Award

Professional Development

AUGUST

Ed Wimes, *Diversity in the Workplace*

SEPTEMBER- Richard Katt

Developing the Leader Within

MARCH

Jerry Sellentin, *Employee Evaluations*

JUNE

Sue Schlichtemeier-Nutzman

How to Get Along With Almost Anybody

Total Membership:

79 members

Steering Committee Members

Darla Atkinson, NMA
 Larry Bare, Finance
 Fred Briggs, Real Estate
 Joe Botsford, State Motor Vehicles
 Barb Boggs, Personnel
 Bonnie Coffey, Womens Commission
 Sue Eckley, County Safety & Training
 Helen Griffin, State Insurance
 George Howard, Public Works & Utilities
 Kent Imig, Risk Management
 Becky James, Information Services
 Tom Jensen, State Agriculture
 Pat Kant, Personnel
 Bill Kostner, Risk Management
 Bob Lundberg, State Education
 Terri Marreel, City Attorney

Wilma McCamley, Building & Safety
 Lori McClurg, Mayor's Office
 Mike Merwick, Fire
 Bill Nass, Public Works & Utilities
 Deb Nerud, Library
 Elaine Severe, Health
 Gerardo Talero, Public Works & Utilities
 Liz Thanel, Corrections
 Ron Todd, Personnel
 Lee Wagner, Police
 Cathy Wann, State Fire Marshall
 Harold Wheeler, State Social Services
 Ed Wimes, Mayor's Office
 Sandy Yost, Fire
 Deanna Zimmer, Aging

Leaders

Awards

Awards ~ 1999

Manager of the Year

Paul Jones, Library

Chapter President's Award

None

Distinguished Recognition

None

National Recognition

Outstanding Chapter Award

Professional Development Award

Professional Development

DECEMBER-Karen Rehm,

On the Upswing

MARCH-

Schneider, Snyder & Sellentin,

Employees are a Great Asset

MAY

Sue Schlichtemeier-Nutzman,

Generation X

Total Membership:

84 + 1 Lifetime Retired

Awards ~ 2000

Manager of the Year

Larry Worth, StarTran

Chapter President's Award

None

Distinguished Recognition

None

National Recognition

Superior Chapter Award

Professional Development

JANUARY - Sgt. M. Seifkes

Security Issues/Workplace

MARCH - Frank Green

Coaching Your Players to Success

JUNE - Laurie Smith Camp

Ethics in the Workplace

Total Membership:

87 + 2 Lifetime Retired

Charter Members

Mark Bauer	Peggy Hielen	Steve Owen	Anne Tapley-Gasper
Trudy Bennett	Kent Imig	Ron Peery	Myrna Tewes
Barb Boggs	Carol Jackson	John Reid	Liz Thanel
Peg Brady	Becky James	Deb Rogers-Early	Kathleen Thomsen
Jody Brott	Pat Kant	Pat Saldana-	Bonnie Jo Trahan-True
Carol Connor	Bill Kostner	Neumann	Terry Weber
John Dale	Harry Kroos	Mary Schneider	Karla Welding
Joyce Davidson	Cindy Lukan	Bruce Sellon	Dorothy Westphal
Sue Eckley	Cathy Marsh	Elaine Severe	Mark Wieting
Scott Frogge	Gary Meier	Kathy Smith	Ed Wimes
Kent Griffith	Mike Merwick	Dean Staberg	Sandra Yost
Donna Gustafson	Carol Mitchell	Catherine Steinweis	Cori Zavodny
Dennis Haakenson	Dustin Morton	Terri Marreel Storer	Deanna Zimmer
George Hanigan	Deb Nerud	Nichole Svik	Jodi Zimmerman
Cari Henning	Lois Osburn	Gerardo Talero	Scott Zimmerman

Awards - 2001

Manager of the Year

Dee Lee, Election Commission

Chapter President's Award

None

Distinguished Recognition

None

National Recognition

None

Professional Development

NOVEMBER

Linda Shafer, *Work/Life in the New Millennium*

JANUARY

Julie Burney, *Impromptu Speaking*

MARCH

Sally Schneider, *Interview/Coaching Employees*

Total Membership:

87 + 2 Lifetime Retired

Awards - 2002

Manager of the Year

Terri Storer, City Law

Chapter President's Award

Cindy Lukan, Information Services

Distinguished Recognition

Brenda Wolfe, Health Dept.

National Recognition

None

Professional Development

JANUARY

Sue Schlichtemeier-Nutzman,

Impromptu Speaking

MARCH - Joyce Welsch, *Affirmative Action in the Workplace*

JUNE

Doane College, *Ethics In Public Service*

Total Membership:

87 + 2 Lifetime Retired

Awards ~ 2003

Managers of the Year

Don Herz, Finance
Steve Owen, Public Works/Water

Chapter President's Award

Larry Worth, StarTran
Kathy Smith, Finance

Distinguished Recognition

Sandy Moody, Human Rights

National Recognition

None

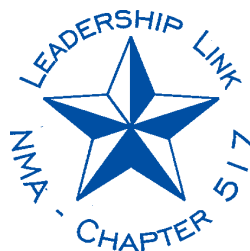
Professional Development

None

Total Membership:

100 + 2 Lifetime Retired

"It usually takes me more than three weeks to prepare a good impromptu speech," — Mark Twain, author



Leaders

Awards

Regard it as just as desirable to build a chicken house as to build a cathedral," — Frank Lloyd Wright, Father of modern architecture

Awards ~ 2004

Manager of the Year

John Dale, Library

Chapter President's Award

Colleen Floth, Human Rights

Distinguished Recognition

None

National Recognition

Outstanding Chapter Award
Community Services Award

Professional Development

Dr. Jay Barbuto, *How to Inspire Others: Motivational Sources*
Southeast Community College, *What Are You Hearing?*

Total Membership:

93 + 2 Lifetime Retired

Awards ~ 2005

Manager of the Year

Joyce Kubicek, Aging, LIFE Office

Manager of the Year, Honorable Mention

Peggy Apthorpe, Aging Services

Chapter President's Award

Karen Eurich, Personnel

National Recognition

(To be awarded at National Conference)

Outstanding Chapter Award

Professional Development

FEBRUARY

Book Review: *How Full is Your Bucket?* By Tom Rath & Don Clifton

APRIL

Sue Schlichtemeier-Nutzman, *New Strategies in Leadership*

Southeast Community College, *What Are You Seeing?*

Total Membership:

97 + 9 Lifetime Retired

Certified Manager's Program

The Certified Manager Program through the National Management Association is accredited by the Institute of Certified Professional Managers (ICPM). ICPM was formed by management educators, members of the International Management Council and the National Management Association to elevate the management profession. The institute certifies managers based on education, experience, character and competency.

To become certified, you must first file an application with the Institute for an evaluation of your experience and education. Upon approval of the applications, successfully pass a three-part examination to receive the Certified Manager or Associate Certified Manager designation.

Application Requirements

The completed application must include the following items:

- Education documentation such as copies of diplomas, transcripts, certificates, etc.
- Experience documentation consisting of at least three reference letters, two of which must state both the number of subordinates that the applicant supervised and the time period involved. The third letter may be a character reference.
- A non-refundable registration fee.
- When the institute receives an application, it is carefully evaluated. If the application is not approved, a letter will state what is needed so that approval may be granted. If the application is approved, you will be notified of the next test date and required examination fees.

The Examination: Examinations are given on the first Saturday in May and December. Flexible scheduling is now available, as the examinations may be taken on the WEB.

The examination consists of three parts:

- Professionalism, personal organization, self-development, the managerial personality
- Planning objectives, scheduling, implementation of the plan, control process, administrative knowledge
- Leadership, employer/employee relationships, motivation, interpersonal relationships, group dynamics

The three-part examination may be taken in any order, and the number of parts taken during the test period is up to you. However, you must pass all three parts to receive certification. There is a fee for each test segment. Three intensive self-study or group discussions courses are available through the Institute or the Nebraskaland Council to help you prepare for the test. Test sites are determined once the test fees are received by the institute. The institute tries to keep a candidate's travel to a minimum. A proctor is responsible for the test materials, administering the tests, and sending them back to the Institute. The candidate will receive an admission letter about three weeks before the test date.

Reporting the Test Results: The tests themselves are handled only by the Institute of Certified Professional Managers. The three examinations are continually reviewed by testing experts, and statistical studies are used to ensure test validity. Once the tests are scored, the results are recorded and forwarded

to you. If you do not successfully complete all three parts of the examination, another fee statement will automatically be sent for the next test period. When a candidate passes the required three-part examination, his or her name is submitted to the Board of Regents for official approval and acceptance into the Institute as a certified Manager or Associate Certified Manager. When an exam part is not passed, a list of topical areas which were most frequently missed, is sent with the results. Approximately 3-4 weeks after passing the examination, the new Certified Manager or Associate Manager, will receive a certificate and a "Code of Ethics," both of which are suitable for framing. The certification is valid for five years.

Recertification: Before the end of five years, the Certified Manager or Associate Certified Manager must have completed at least fifty hours of participation in management education to be recertified. Recertification hours may include credit academic courses, company-sponsored management courses, and approved self-study programs.

Certified Managers

1997-1998	Jody Brott, Bonnie Trahan-True
1998-1999	Cindy Lugan, Kathy Smith
1999-2000	Brenda Wolfe, Randy Bohaty
2002-2003	Karla Welding, Steve Owen

Community Service Awards

In keeping with NMA emphasis on management and leadership skills, Leadership Link responded to the U.S. President's Council on Service and Civic Participation executive order and became an approved "Certifying Organization" for the **President's Volunteer Service Award**, a national federal program recognizing individuals who have demonstrated a sustained commitment to volunteer service.

Every day, millions of Americans volunteer, using their time, talents, and compassion to make a difference in the lives of others. By mentoring a child, caring for an elderly neighbor, teaching someone to read, or bringing food and clothes to those who need them, Americans are helping to foster a culture of service, citizenship, and responsibility for generations to come. It is through these acts of kindness and decency that we are able to demonstrate the true character and compassion of our country.

Recognizing and honoring volunteers sets a standard for service to others. It encourages a sustained commitment to civic participation and inspires others to make volunteering a central part of their lives. The Award is given to Leadership Link members who have demonstrated outstanding volunteer service and civic participation over the course of a 12-month period. Contact the Community Service chair for more information.

Programs

"It's easy to make a buck. It's a lot tougher to make a difference,"
– Tom Brokaw, broadcast journalist

Nebraskaland Council Information

1997-1998 & 1998-1999

President	Brad Brodersen
Vice-President	Jan Lehmkuhl
Secretary	Jan Goracke
Treasurer	Sue Pirnie
Past President	Larry Ramsey

1999-2000

President	Jan Lehmkuhl
Vice-President	Lisa Sears
Secretary	Cindy Lugan
Treasurer	Sheryl Wright

2000-2001

President	Lisa Sears
Vice-President	Shirley Deethardt
Secretary	Terri Storer
Treasurer	Judy McVey

2001-2002

President	Shirley Deethardt
Vice-President	Vicki Faulkner
Secretary	Terri Storer
Treasurer	Linda Michael

2002-2003

President	Terri Storer
Vice-President	Bev Nelson
Secretary	Jeremy Cordts
Treasurer	Dave Svik

2003-2004

President	Colleen Floth
Vice-President	Janet Borcharding
Secretary	Annette Harmon
Treasurer	Jan Lehmkuhl

2004-2005

President	Elton Edmond
Vice-President	Steve Bolar
Secretary	Bruce Hunzeker
Treasurer	Jan Lehmkuhl

Chapters Forming the Nebraskaland Council



Leadership Link
Chapter 517
Lennox Marshalltown
Chapter 514
Nebraska State Government
Chapter 610
Omaha Community Chapter
Chapter 649
Southeast Nebraska Community
Chapter 805
Nebraskaland Council Officers

Leadership Link Delegates to the Nebraskaland Council

1997-1998	Sue Eckley, Pat Kant, Gerardo Talero
1998-1999	Pat Kant, Gerardo Talero, Cindy Lugan
1999-2000	Deb Nerud, Cindy Lugan, Colleen Floth
2000-2001	Terri Storer, Deb Nerud, Colleen Floth
2001-2002	Bill Kostner, Terri Storer, Colleen Floth
2002-2003	Colleen Floth, Terri Storer, Cindy Lugan
2003-2004	EJ Schumaker, Colleen Floth, Terri Storer
2004-2005	EJ Schumaker, Colleen Floth, Kent Imig

2004/2005 - It's Been a Great Year!

Programs & Speakers

- 07/04 - Joint Chapter Meeting, Lynn Wilson
Understanding Great Leadership
- 09/04- Charlotte Liggett
Management Bag of Tricks
- 10/04- Dan Sedor
Who is Turning Your Wheel?
- 11/04- Meeyoung Lamothe
Challenges in Local Government Management
- 12/04 - Jim Fram
Update on Chamber Activities
- 01/05- Jan Ekeler & Tracie Foreman
Lifetime Health Program
- 02/05- Cindy Kaliff
Navigating Your Career
- 03/05- Jane Weddle
Performance is the Target
- 04/05- Sue Schlichtemeier-Nutzman
New Strategies in Leadership
- 05/05- Susan Scott
Perk at No Expense Positive Feedback
- 06/05- Mayor Coleen Seng
Awards Luncheon

Past Presidents

1996	Ed Wimes
1997	Sue Eckley
1998	Pat Kant
1999	Deb Nerud
2000	Terri Storer
2001	Bill Kostner
2002	Colleen Floth
2003	Cindy Lukan
	E.J. Schumaker
2004	E.J. Schumaker

Board of Directors

President	E.J. Schumaker
President Elect	Julia Peter
Secretary	Mary Lowe
Treasurer	Karen Eurich
Associate Director	E.J. Schumaker
Awards	Pat Kant
Community Services	Donna Barrett
Member Relations	Steve Owen
Professional Devlpmt.	Terri Storer
Programs	Colleen Andrews
Public Relations	Diane Mullins
Nebraskaland Council	Kent Imig

Special Thanks to Committees Volunteers

- Web Site
Doug Thorpe
- Nominating Chair
Pat Kant
- Nominating Committee
Jill Weyers
Kent Imig

- Audit
Jan Bolin
Tom Baumann

- Awards
Don Herz
Jan Bolin
Barb Boggs

- Book Review
Julie Simpson

- Member Relations
Trish Owen
Dale Springer

- Community Services
Renee Urdiales

- Programs
Bill Kostner

Council

Recap

"I get to play golf for a living. What more can you ask for - getting paid for doing what you love," - Tiger Woods, six-time PGA Masters Champion

Leadership Link Members

FY 2004 - 2005

ADAMS, KATHY Lincoln City Libraries	CAMPBELL, SUSAN Aging Services	FREDERICK, ANGELA PW / Street Maintenance	JACKSON, CAROL Building & Safety
AHLBERG, DOUG A Lincoln/Lancaster County Civil Defense	COLE, E.J. PW / Engineering	FURMAN, NANCY Parks & Rec.	JOHNSON, MARY A. Parks & Recreation
ANDREWS, COLLEEN Aging Services	CONNOR, CAROL J. Lincoln City Libraries	GONZOLAS, DIANE Citizen Information Ctr.	JONES, PAUL E. Lincoln City Libraries
APTHORPE, PEGGY Aging Services	COOK, LORI Health Department	GUSTAFSON, DONNA Lincoln City Libraries	KANT, PAT A. Personnel
BARRETT, DONNA K. Aging Services	CRUSE-MILLER, ROBYN PW & Utilities	HAKENKAMP, MARTHA Aging Services	KOSTNER, BILL C. Personnel / Risk Mgt
BAUMANN, TOM Election Commission	DALTON, CHAD Aging Services	HANSEN, BARBARA Lincoln City Libraries	KROOS, HARRY B. PW / Engineering
BENNETT, PAULA Aging Services	DOW, CAROLYN E. Lincoln City Libraries	HANSEN, MICHAELA PW / Business Office	LEMING, AUDREY K. Aging Services
BOGGS, BARB Personnel	EDWARDS, LARRY L. Lincoln Fire & Rescue	HATCHER, JEFFREY Lincoln Fire & Rescue	LOWE, MARY E. PW / Engineering
BOHATY, RANDY Lincoln Fire & Rescue	EKELER, JAN Aging Services	HERZ, DONALD R. Finance	MASTERS, STEVE PW / Business Office
BOLIN, JAN Finance / Budget	EURICH, KAREN K. Personnel	HIELEN, PEGGY A. Information Services	McCAMLEY, WILMA Building & Safety
BOOE, BILL Aging Services	FLOTH, COLLEEN Mayor/Human Rights	HIGGINS, BEN PW & Utilities	MACHMER, JOHANNA Youth Services Ctr.
BOYD, DENISE A. Aging Services	FOOTE, JUDITH A. Youth Services Center	HUBL, ERIK Register of Deeds	MEIER, GARY L. Lincoln City Libraries
BOMBERGER, DAVE Parks & Rec.	FOREMAN, TRACIE Aging Services	IMIG, KENT D. Personnel /Risk Mgt	MERWICK, MIKE L. Building & Safety

MEYER, REBECCA
Aging Services

MORTON, DUSTIN
Lincoln Fire & Rescue

MULLINS, DIANE
Mayor's / LLWC

NASS, WILLIAM L.
PW / Street Maintenance

OWEN, TRISHA.
County Clerk

OWEN, STEVE R.
PW / Water

PECK, DELAYNE
Aging Services

PEDERSON, JUNE
Aging Services

PEERY, RONALD D.
Building & Safety

PETER, JULIA J.
Register of Deeds

PIERSOL, VICKY
Aging Services

PORTER, SHARON
Finance

PRATT, TIM H.
PW / Engineering

RAY, JOAN V.
City Council

RIGHTER, JULIE J.
Communications Ctr.

RODAWAY, MARCIA
PW / Wastewater

RYAN, RAYMOND
Finance

SCHINDLER, MICHELLE
Youth Services Center

SCHUMAKER, EJ
Health Dept.

SEVERE, ELAINE L.
Health Dept.

SHIVELY, DAVE J.
Election Commission

SIMPSON, JULIE A.
Lincoln City Library

SMITH, KATHY A.
Purchasing

SPRINGER, DALE
1st Choice Credit Union

STABERG, DEAN A.
Lincoln Fire & Rescue

STORER, TERRI R.
Law Dept.

TEWES, MYRNA L.
Lincoln City Libraries

THANEL, LIZA.
County Treasurer

THORPE, DOUG A.
Personnel

TOLBERT, LANA
Building & Safety

WAGNER, DIANE
PW / Water

WEBER, TERRY L.
Corrections

WELDING, KARLA
PW / Wastewater

WELSCH, JOYCE E.
Affirmative Action

WENZL, PATRICK R.
Police

WEYERS, JILL
Aging Services

WILLIAMS, LARRY W.
Mayor's/Human Rights

WILLIAMSON, MICHELE
Building & Safety

WORTH, LARRY D.
Startran

WRIGHT, DANNY D.
Lincoln Fire & Rescue

ZIMMER, DEANNA M.
Aging Services

Lifetime Members

DALE, JOHN
REID, JOHN
REMMENGA, JANET
SITTIG, BONNIE
SURLS, BETTY J.
WESTPHAL, DORTHY
ZIEMAN, BETTY

Directory

Past Leadership Link Officers

1996-1997

President	Ed Wimes
President Elect	Sue Eckley
Secretary	Deb Nerud
Treasurer	Elaine Severe
Associate Director	Robert Lundberg

1997-1998

President	Sue Eckley
President Elect	Pat Kant
Secretary	Deb Nerud
Treasurer	Barbara Boggs
Associate Director	Robert Lundberg

1998-1999

President	Pat Kant
President Elect	Deb Nerud
Secretary	Peggy Brady
Treasurer	Gerardo Talero
Associate Director	Robert Lundberg

1999-2000

President	Deb Nerud
President Elect	Terri Storer
Secretary	Peggy Hielen
Treasurer	Cindy Lukan
Associate Director	Robert Lundberg

2000-2001

President	Terri Storer
President Elect	Bill Kostner
Secretary	Deb Peck
Treasurer	Jan Bolin
Associate Director	Robert Lundberg

2001-2002

President	Bill Kostner
President Elect	Colleen Floth
Secretary	Cindy Lukan
Treasurer	Tom Baumann
Associate Director	Robert Lundberg

2002-2003

President	Colleen Floth
President Elect	Cindy Lukan
Secretary	Joan Ray
Treasurer	Betty Surls
Associate Director	Robert Lundberg

2003-2004

President	Cindy Lukan
	E. J. Schumaker
President Elect	E. J. Schumaker
Secretary	Mary Lowe
Treasurer	Karen Eurich
Associate Director	E.J. Schumaker
National Director	Jan Lehmkuhl

“If I had to sum up in a word what makes a good manager, I’d say decisiveness. You can use the fanciest computers to gather the numbers, but in the end you have to set a timetable and act,” – Lee Iacocca, automotive business wizard

Leadership Link Bylaws

ARTICLE I NAME

The name of this organization will be Leadership Link – Chapter of the National Management Association, hereinafter referred to as the “Chapter.” The Chapter has been designated Chapter Number 517 by the National Management Association.

ARTICLE II GENERAL

Section 1 – Purpose

The purpose of the Chapter includes but is not limited to:

1. Providing opportunities for the personal and professional development of all local government employees.
2. Developing a professional spirit and understanding of management as a professional within a local government setting.
3. Providing management training and education for local government personnel.
4. Providing opportunity for exchange of ideas of local government.
5. Encouraging the spirit of cooperation and interaction among members at all levels of local government.
6. Making local government more efficient and effective.

Section 2 – Restrictions

The Chapter will be incorporated as a nonprofit organization under the laws of the State of Nebraska. This chapter will be a 501c(6).

The Chapter will be nonpolitical, nonpartisan, and will not engage in collective bargaining on behalf of its members or others. No substantial part of the activities of the Chapter will be directed toward influencing legislation.

Section 3 – Affiliation

All members of the Chapter will be members of the National Management Association with which the Chapter is affiliated and to whose Objectives, Code of Ethics and Statement of Principles the Chapter subscribes.

Section 4 – Fiscal Year

The fiscal year of the Chapter will commence on July 1st and end on June 30th of each year.

ARTICLE III MEMBERSHIP

Section 1 – Eligibility

Any regular employee of the City of Lincoln or Lancaster County will be eligible for full membership. Any employees of the First Choice Credit Union, Lincoln Electric System, and Lincoln Housing Authority will also be eligible. Any such employee seeking membership must submit a completed application and initiation fee for membership to the Member Relations Committee.

Section 2 – Acknowledgment

After committee review and recommendation, the membership application and initiation fee will be submitted to the Board of Directors for approval. The Member Relations Chairperson will notify the applicant of acceptance or ineligibility.

Section 3 – Terminations

Any member who voluntarily resigns or is terminated from membership for delinquency must reapply for admission as a new member. Any former member returning to local government will be

Bylaws

reinstated as a member upon successful completion of the application process and payment of a reinstatement fee.

Section 4 – Transfers

Transfer members from another chapter who are still registered as a National Member will not be required to pay a reinstatement or initiation fee.

ARTICLE IV DUES

Section 1 – Annual Dues

The Board of Directors will recommend any changes in full member annual dues. The recommended dues will become effective upon approval by a simple majority vote of members casting ballots. Members must be notified of proposed changes in dues at least 30 calendar days in advance of said vote. Initiation and reinstatement fees will be set by the Board of Directors.

Section 2 – Schedule of Dues

Members admitted during the fiscal year will pay the full amount of dues for the month admitted and monthly thereafter, if paying by payroll deduction. Members will have the option of paying dues in a single annual payment. This single payment will be prorated to include the month admitted and each month thereafter to the end of the Chapter's fiscal year. Thereafter, dues will be payable as a single payment at the beginning of each fiscal year, due within 30 days of the new fiscal year. Monthly dues will be absorbed and paid to National on behalf of an NMA member who is serving in the military for an extended period of time. Upon return to their employment, the military employee will resubmit their intent as a dues paying member within 30 days to the Member Relations Chair or Co-Chair(s).

Section 3 – Delinquency

Members delinquent in paying dues will be contacted at the end of the month for which dues are not paid and advised, in writing, that failure to pay dues within 30 days of the due date will result in termination by written notice.

Section 4 – Reinstatement

A member terminated as per Article IV, Section 3, may be readmitted as a member upon successful completion of the application process and payment of a reinstatement fee.

ARTICLE V MEETINGS

Section 1 – Chapter meetings

The Chapter will meet on a monthly basis to provide management training, education, and personal interaction for employees and guests who meet membership eligibility requirements as stated in Article III, Section 1.

Section 2 – Board Meetings

To the extent possible, the Board of Directors will meet prior to each Chapter meeting and as otherwise required. Notification of board meetings will be given to members of the Board of Directors. Special meetings and/or executive sessions of the Board may be called by the president or upon request of the majority of the board. All meetings will be open to the general membership; with the exception of executive sessions.

Section 3 – Special Meetings

Special meetings of the general membership may be called in an emergency. An emergency is defined as an event requiring a vote of the general membership before the next scheduled Chapter meeting. If possible, special meetings will be held in conjunction with monthly Chapter meetings.

Section 4 – Installation of Officers

Newly elected Officers will be installed at the June meeting and take office at the beginning of the Chapter's fiscal year.

Section 5 – Quorum

A quorum at all Chapter meetings for the transaction of business, will be 10% of the membership of the Chapter. A quorum of the Board of Directors, for the transaction of business, will be a simple majority of the board members.

Section 6 – Procedure

The rules of procedure contained in the most recent *ROBERT'S RULES OF ORDER, NEWLY REVISED* will be used to conduct the business of the Chapter in all cases not covered by the bylaws or other special rules of the Chapter.

ARTICLE VI

OFFICERS AND BOARD MEMBERS

Section 1 – Board of Directors

The policy making body of the Chapter will be a Board of Directors, consisting of the Officers; the immediate Past President; and Chairpersons/Co-Chairpersons or proxy of the standing committees. For purposes of voting, each board member will have one (1) vote; in the event that a committee has co-chairpersons they will have one vote between them or a Vice-Chairperson may vote in the absence of a chair. The Board of Directors will constitute the Board of Directors for purposes of Neb. Rev. Stat. Section 21-1901, et seq.

Section 2 – Officers

The officers of the Chapter will be a President, President-Elect, Secretary, and Treasurer. The President-Elect will assume the President position following his/her term as President-Elect. Membership will elect the offices of President-Elect, Secretary, and Treasurer.

Section 3 – Eligibility

Candidates for President Elect, Secretary and Treasurer will have been a Chapter member for one year before taking office. All members of the Board of Directors will be full members of the Chapter.

Section 4 – The Nominating Committee

The President will appoint a Nominating Committee composed of three members, none of whom will be an officer of the Chapter. The names of those serving on the committee will be announced at the March meeting. The Nominating Committee will nominate candidates for all offices, except for the office of President. The list of candidates selected by the nominating committee will be submitted to the membership at the April meeting. Additional nominations may be made from the floor, upon recognition from the Nominating Committee Chair or Chapter President. Such nominees must meet eligibility requirements stated in Section 3 of this article.

Section 5 - Election, Term, and Vacancies

Officers, all except President, will be elected by the membership using an official mail-in ballot prior to the May meeting. Ballots will be counted by all members of the Nominating Committee, who will report the results to the membership at the May meeting. Officers will serve for one year from July 1 - June 30. Election will be on the basis of a plurality of the votes cast, provided that at least 10% of the eligible voters cast ballots. No officer will serve more than two consecutive terms in the same office. A vacancy of the president will be assumed by the president-elect. A

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vacancy in the office of president-elect will be appointed by the Board of Directors, until such time as a special election can be held. In the event that neither the President nor the President-Elect shall have been elected by the Chapter membership, a special election for the purpose of electing both the President and the President-Elect will be held. Any special election will follow the criteria for other Chapter elections. Vacancies in other offices will be appointed by the Board of Directors. A vacancy of the President will be assumed by the President-Elect for the unexpired term of his or her predecessor in office. The President-elect will remain president at the start of the next fiscal year and serve that term in full, not to exceed a two (2) year term.

Section 6 – Resignation and Removal

An Officer or Chairperson may resign at any time by serving written notice to the President within a 30 day period. Failure to fulfill responsibilities as assigned, or denoted in the bylaws may be cause for dismissal of an Officer or Chairperson by a quorum vote of the Board of Directors. The President will receive written notice regarding the vote from the officers where he or she will execute the removal. In the event the President is to be removed the Past President will execute the removal. The Past President will also break a tie vote.

ARTICLE VII RESPONSIBILITIES OF BOARD OF DIRECTORS AND OFFICERS

Section 1 – Board of Directors

The Board of Directors will:

1. Establish policy for the organization.
2. Set goals for the current administrative year, and long-range plans and goals for future development, consistent with the Objectives, and Code of Ethics and Statement of Principles of the National office of NMA.
3. Monitor and evaluate membership meetings, programs, and other Chapter activities to assure that policies are being followed.
4. Approve total budget for the year and establish expenditure authorization procedures.
5. Appoint a committee for the annual audit of books.
6. Submit all major policy changes and proposed amendments to the bylaws to the vote of the membership.
7. Establish criteria for the Board of Directors attendance and participation. The criteria for Officers; they must attend six (6) board meetings in the fiscal year. When three (3) consecutive or occasional board meetings are not attended without just cause or notification see Article VI - Section 6.
8. Approve membership applications.

Section 2 – President

The President will:

1. Establish and staff the organizational structure of the Chapter.
2. Be responsible to the Board of Directors for the satisfactory operation of the Chapter, in accordance with the bylaws.
3. Preside over the Board of Directors and membership meetings.

4. Call special meetings as deemed necessary.

5. Coordinate plans and operations to achieve the assigned goals and objectives of the Chapter.

6. Sign all written contracts for the Chapter, as authorized by the Board of Directors.

7. Authorized to sign checks for properly approved bills. The president will be bonded for an amount determined by the Board of Directors, which bond will be properly posted and filed with the Secretary prior to the president taking office.

8. Prepare an annual report of the Chapter's activities for presentation to the membership.

9. Meet annually with the Executive Advisory Committee which is comprised of City and County Department Directors.

10. Appoint the nominating committee by the end of February of each year. (see Article VI, Section 4)

Section 3 – Past President

1. The Past President will act in an advisory capacity to the President and the Board of Directors.

2. The Past President will break any tie vote.

Section 4 – President-Elect

The President-Elect will:

1. Assume the responsibilities of the President in his/her absence.

2. Coordinate the functions of the various committees assigned by the President for his/her supervision.

3. Authorized to sign, in the absence of the President or Treasurer, checks for properly approved bills or written contracts. The President-Elect will be bonded for an amount determined by the Board of Directors. Bonding will be effective upon taking office.

4. Review and or revise bylaws and standing rules each term or as needed.

5. Perform other duties assigned by the President.

Section 5 – Secretary

The Secretary will:

1. Sign, in the absence of the President, all written contracts for the Chapter, as authorized by the Board of Directors.

2. Ensure that all reports are transmitted to the appropriate NMA (national) offices on a timely basis.

3. Coordinate the various committee functions assigned by the President for his/her supervision.

4. Record and distribute minutes of all Board of Director meetings, Chapter meetings, and special meetings.

5. Perform other duties assigned by the President.

6. Maintain attendance records of the Board of Director meetings.

7. Maintain Chapter's archival records.

Section 6 – Treasurer

The Treasurer will:

1. Maintain records of receipts and expenditures and place funds in a depository approved by the Board of Directors. All such records will be open for inspection by the Board of Directors.

2. Prepare and submit a proposed budget to the Board of Directors based on committee requests.

3. Sign checks for properly approved bills. The Treasurer will be bonded for an amount determined by the Board of Directors, bonding will be properly posted and filed with the Secretary prior to the President taking office.

4. Prepare monthly and annual financial statements.

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5. Coordinate the functions of the various committees assigned by the President for his/her supervision.

6. File all necessary state and federal tax forms and other reports required by law.

7. Maintain documentation on financial records and the types of reports required to be retained by the organization.

8. Maintain documentation detailing authorization for incurred expenditures.

9. Monitor post office box, open and distribute all incoming mail.

10. Perform other duties assigned by the President.

ARTICLE VIII COMMITTEES

Section 1 – Appointments

The Chairperson of each committee will be appointed by the President. All other committee Co-Chairs will be appointed by the Chairperson of the respective committee. Upon the resignation of the committee Chairperson, or at the termination of the committee Chairperson's term of office, the respective Vice-Chairperson may succeed to the office of committee Chairperson with the approval of the Board of Directors.

Section 2 – Program Committee

The Program Committee plans and conducts the monthly programs. Specific duties include:

1. Developing and submitting a one-year plan to the Board of Directors (60) days after the beginning of each administrative year. Meetings will be set for September through August by the current committee in order to have meetings set up during the transition period.

2. Making arrangements for speakers and programs at the monthly Chapter meetings

including selection of facilities and meals.

3. Maintain contact with The Employee Linc Newsletter on a monthly basis for meeting information publication articles.

4. Coordinate proclamations for Management Week activities including which may include making arrangements for speakers and programs, including selection of facilities.

5. Inform the Public Relations Committee for publication in the Chapter Newsletter.

Section 3 – Professional Development Committee

The Professional Development Committee determines the professional development needs of the membership and develops educational programs and activities to meet these needs. Specific duties include:

1. Assessing the needs of the membership and developing a one-year plan to meet these needs. This plan will be submitted to and approved by the Board of Directors.

2. Making arrangements for educational programs /workshops, including selection of facilities and instructors from another NMA Chapter and/or NMA Council. (as per the R-1 report)

3. Work with the appropriate person from other departments with regular training schedules in order to submit these courses for CEU approval and processing.

4. Provide and promote the Certified Manager Program, in accordance with guidelines of the Institute of Certified Professional Managers.

5. Provide articles and notices to the Public Relations Committee for publication in the Chapter Newsletter.

6. Coordinate reservations and collection of money for Professional Development activities.

Section 4 – Member Relations Committee

The Member Relations Committee plans and organizes recruitment activities for enlisting new members and makes recommendations to the Board of Directors regarding individual applications for membership. Specific duties include:

1. Devising methods of informing and attracting prospective new members.
2. Reviewing, on a periodic basis, membership eligibility requirements and making appropriate recommendations to the Board of Directors.
3. Conducting an orientation program for all new members at least once a year.
4. Identifying monthly meeting guests and providing them with membership information and name tags. Coordinate all reservations and money collection for monthly meetings.
5. Notify all active members prior to Chapter meetings and special meetings.
6. Surveying as required by the Board of Directors.
7. Provide articles to the Public Relations Committee for publication in the Chapter Newsletter.
8. Maintain official membership roster.
9. Maintain attendance records on all members.

Section 5 - Public Relations Committee

The Public Relations Committee promotes interest in the Chapter through all available media. These promotional activities should keep local government employees informed of Chapter activities and provide information to the membership of upcoming educational programs and other events. Specific duties include:

1. Informing membership of educational programs and other Chapter functions.

2. Providing timely press releases regarding Chapter activities.

3. Coordinate the publication of information with the Nebraskaland Council.

4. Coordinate publications of print, digital and electronic information with specifications as listed in the R-1 report.

5. Coordinate with Program Committee specifically, as well as coordination of all board members and Committees, to provide articles and notices for publication in the Chapter Newsletter.

Section 6 – Community Services Committee

The Community Services Committee is established for special projects approved by the Board of Directors which do not fit within the Program, Professional Development, Member Relations, or Public Relations Committees' responsibilities. The Chairperson of the Special Projects Committee coordinates all approved projects. Duties will include:

1. Work with Committee members to make recommendations to the Board of Directors for participation in scheduled events and any new events.

2. Provides articles and notices for publication in the Chapter Newsletter.

Section 7 – Awards Committee

The Awards Committee advises the Board of Directors about potential recognition for its performance during the year. Specific duties include:

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1. Determining what NMA group awards are available to the Chapter.
2. Recommending appropriate group awards to be included in goals for achievement in the coming year.
3. Instructing the Board of Directors on action to be taken to qualify for the selected awards.
4. Contacting the Board of Directors periodically to ensure that appropriate documents, reports, and application forms are forwarded to NMA headquarters, complete and on time. Coordinate documentation and submission of necessary forms to NMA headquarters.
5. Serve as consultant to the Board of Directors on all matters relating to NMA awards.
6. Completes NMA R-1 monthly report, coordinate with the Awards Committee & Program Committee specifically as well as coordination of all board members and Committees.
7. Provide articles and notices for publication in the Chapter Newsletter.

ARTICLE IX AMENDMENTS

Section 1 - Recommendation

Proposed amendments to the bylaws must be in writing and submitted to the Board of Directors and may come from Amendments proposed to the Board of Directors will be presented, upon approval of the Board of Directors, to the membership for vote within 60 days of receipt.

Section 2 – Notification

The Board of Directors will publish the proposed amendments in the Chapter Newsletter 30 days prior to the meeting at which the amendments will be voted upon.

Section 3 – Voting

The bylaws may be amended by a vote at a regular or special meeting where a quorum is present where two-thirds (2/3) of the members present approve; or mail vote where a minimum of 10% of members cast ballots and two-thirds (2/3) of those voting approve. Results of votes on bylaw amendments will be published in the next Chapter newsletter and will become effective upon publication.

Section 4 – Review

The bylaws will be reviewed at the request of the Board of Directors. The President-Elect will review and or revise bylaws and standing rules each term or as needed.

ARTICLE X COUNCIL MEMBERSHIP

This Chapter will be an affiliate chapter of the Nebraskaland Council of the National Management Association. The affiliation with the Nebraskaland Council will continue until two-thirds (2/3) of the members of Chapter 517, present and voting, will vote to disassociate from the Council or to dissolve the Chapter at a meeting at which a quorum is present.

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